

Job Description: DEPUTY DISTRICT CLERK II

CLASS NO. 805

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Performs a variety of accurate, general clerical and bookkeeping support for the District Clerk's office in accordance with department procedures and statutory regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy
2. Directs: This is a non-supervisory position.
3. Other: Has contact with District Attorney's, District Judges, other state and county offices, local law enforcement offices, and the general public.

EXAMPLES OF WORK

Essential Duties*

Interact with the general public in person, over the telephone, or through correspondence for resolution, questions or problems;

Open new civil cases and process documents filed in existing cases both paper and electronically filed;

Issue required service including, writs and other documents required in civil cases;

Issue and file state forms required in divorce or family law cases;

File and digitize hard copies of civil related case documents;

Prepare court costs documents for civil cases;

Collect civil and criminal fines and court costs, and issues receipts;

Prepare and issue certified copies of various documents or records as requested;

Set up new child support cases on the Attorney General's website, print histories and close cases out as needed;

Process incoming passport applications;

Create and update forms and documents as needed;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 1/12/2016

CLASS NO. 805 (Continued)

Perform ministerial duties including signing documents, using the seal of the office, and file stamping documents; and

Cross-train in functional areas of other Deputy District Clerks

Other Important Duties*

Perform such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current office clerical; computer skills including but not limited to Microsoft Office and basic legal practices and procedures.

Skill/Ability to: Operate a computer using standard word processing, data inquiry, web browsing and spreadsheet software packages and type accurately; operate other standard equipment including copiers, printers, scanners, adding machines, laptops, cell phones and modern technology as needed; correctly utilize business English, spelling, punctuation, and math; understand and carry out oral and written instructions and learn assigned clerical task readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, have good communication skills, be able to multi task.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate, or its equivalent (some college would be preferred), plus at least two years of responsible clerical work experience, preferably with a governmental entity in or working with the legal system.

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

None

REQUIREMENTS

Must be bondable